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the central news

Executive Office for Administration and Finance

University of Massachusetts

Central Business Office

Volume V

Depository Copy

May, 1999

From the Desk of Mary Ann Bradley...

For those of us who measure time in fiscal year increments, the new millenium (FY2000) is upon us! With the closing and opening of the fiscal year, comes many predictable events: Recontracting, encumbrance modifications, budget debate, Big Buy, and accounts payable. However, this fiscal year transition brings with it an abundance of unique, one-time experiences.

The race for Y2K compliance is an international event, and the Commonwealth has worked diligently to ensure state departments have addressed all compliance issues ranging from major mainframe systems to fax machines. Major legacy systems will also evolve with the advent of this new millenium; PMIS and CAPS systems will give way to the new, robust windows-based Human Resource/Compensation Management System—commonly known as HR/CMS.

The staff at the CBO has worked closely with customer departments, key oversight agencies, project teams, and the administration to ensure the challenges posed by the new fiscal year are met for our clients.

Let me be the first to wish you a Happy Fiscal New Year!

notables...

Over the past months, there have been a number of key position changes: The CBO would like to extend a warm welcome to Andrew Natsios, the Secretary for Administration and Finance since March 1st. Secretary Natsios was a state representative from Holliston before taking a position in Washington, D.C. at the U.S. Agency for International Development, and later at World Vision, an international relief and development organization.

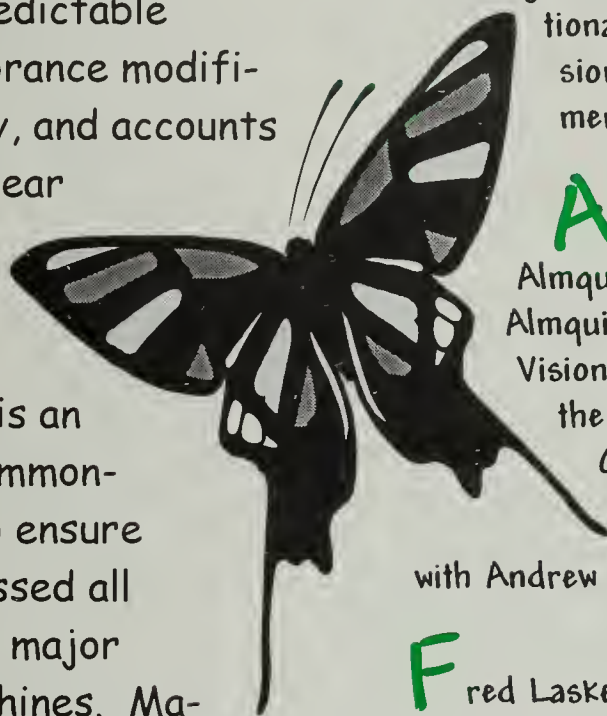
Another key appointment has been Kate Almquist, the ANF Chief of Staff. Ms. Almquist served with Mr. Natsios at World Vision in Washington, D.C., where she was the Associate Director of Public Policy & Government Relations.

The CBO looks forward to working with Andrew and Kate during the coming year.

Fred Laskey, the former Secretary for ANF, is now serving as the Commissioner of the Department of Revenue. It was a pleasure to work with Fred during his tenure as Secretary, and we wish him continued success in his new role.

Some additional changes at ANF have also occurred over the past months. The following former ANF employees have recently taken on new positions at the Department of Revenue: Sandra Antonucci, Chief of Staff; Rachel Madden, Director of Strategic Planning; and Robin Lambert, Management Analyst for Problem Resolution Child Support. Jody Ryan has moved on to a new position at Mass Development where she is the Director of Special Projects. We wish them all well in their new

(Continued on page 3)





The Latest from Human Resources

PayInfo Project

The Human Resources Division and the Information Technology Division are taking part in a pilot program using the PayInfo Project as an additional way to access payroll information.

The PayInfo Project is a test of new technologies that makes pay information easily accessible 24 hours a day. This benefit is in addition to the weekly payroll stub which employees will continue to receive. It will allow employees access to their payroll information by Wednesday morning, long before the money is actually deposited into their accounts.

Employees have the option of accessing their information securely over the Internet via a personalized web page whether at home, on vacation, or at work. As a secondary means to access the information, a series of interactive voice response units will be available for getting information over the phone, using a toll-free number. A user ID and Personal Identification Number (PIN) will ensure privacy and confidentiality.

After a short pilot period, the project will be evaluated with the goal of expanding it to a wider group of employees.

HR/CMS Update

The Human Resource and Compensation Management System (HR/CMS) is on schedule and within budget. Scheduled for implementation in February, 2000, this system will replace the current legacy systems (PMIS and CAPS.) A few other updates regarding the HR/CMS project:

Access to HR/CMS via Internet: All HR/CMS desktop requirements have been addressed previously, or are addressed by the purchase of new PC's through the Big Buy. Testing of all HR/CMS desktops has been successfully completed, ensuring that all HR/CMS users will have access to this system.

Direct Deposit: All CBO agencies have reached the goal of 80% participation during the recent direct deposit campaign. Statewide, 75% of Massachusetts state employees now bank by direct deposit. If you are not part of this 75%, and wish to participate, please see the article and form on page 6.

Biweekly Payroll: The last check from the current weekly payroll system (PMIS) will be distributed on February 3, 2000. The first biweekly check from HR/CMS will be distributed on February 17, 2000.

Transition Club: Recognizing the hardship of not receiving a weekly paycheck on February 10, 2000, a transition club is being sponsored by the Massachusetts

State Employees' Credit Union (MSECU). This club, much like a vacation club or Christmas club, will allow employees to save a small amount of money each week. On February 10, 2000, the total amount of money saved will be distributed to the employee by MSECU. For more information on the transition, contact the Central Business Office at 727-8181.

The HR/CMS liaison for ANF-CBO agencies is John Driscoll, Director of Human Resources at the ANF-Central Business Office. Over the next few months, liaisons will be involved in the conversion of data from PMIS into HR/CMS; computer-based training for end users; and meetings to discuss business impacts on departments, end users, and employees.

If you have any questions on HR/CMS, feel free to call John Driscoll at 727-8181.

Take Your Kids to Work Day

As part of our annual "Take Your Kids to Work Day" on Thursday, April 22, 1999, the Central Business Office was again host to about thirty-five children who accompanied their parents to work, both in the Boston offices and the Information Technology Division's Data Center in Chelsea.

The children, who ranged in age from nine to fifteen years old, spent the day with their parents or sponsors, learning about computer and network operations, as well as receiving special training on the Internet from Kelley Rolfe of the Human Resources Division. In addition, they were given a tour of the newly-renovated Technical Assistance Center at the Information Technology Division, and participated in a video conference with other children from the ITD Data Center in Chelsea. They were also given a special tour of the State House.

The children had the chance to meet our fellow employees and to talk to them about their jobs, as well as having the unique opportunity to work alongside their parents. The children of CBO employees were also invited to a meeting with Mary Ann Bradley, the Director of the Central Business Office, where they were asked to share their comments on the day and advice for next year's event. At the end of the day, the kids were treated to a "make your own sundae" party.

Following, are excerpts from some of the children's comments and suggestions:

"I liked the State House, I think it was very interesting. I learned

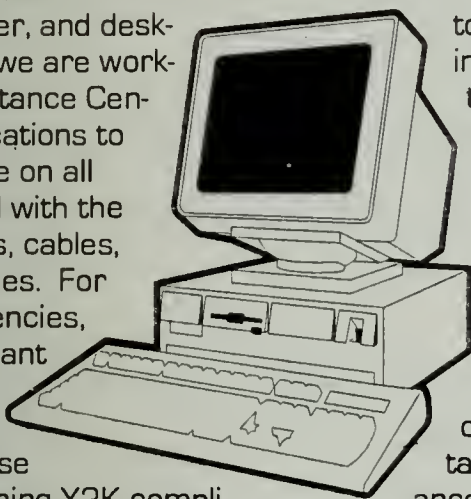
(Continued on page 6)

Tech Talk

Millennial Musings

As consumers of American pop culture, over the past year-and-a-half we have been inundated by largely hysterical stories of a Y2K near-apocalypse. While most of us are already sick of hearing about every last bit of millennial minutiae, there are serious issues that lie at the bottom of the hysteria. The CBO LAN team, in concert with our agency liaisons, has been trying to reduce the hysteria from the all-encompassing cacophony of an English soccer crowd, to the relatively comforting hum of a minor headache and, for the most part, we have had success. For the agencies that the CBO LAN team supports, including the Executive Office for Administration and Finance and the Governor's Office, we have achieved 90% Y2K compliance. What follows is a description of our Y2K challenges and how we are meeting them.

The responsibilities of the CBO LAN team are tripartite: Network, server, and desk-work end, we are working with ITD's Technical Assistance Center (TAC) and JCI Communications to ensure Y2K compliance on all associated with the work cards, cables, and switches. For critical agencies, ensuring redundant cabling to prevent any downtime. These last remaining Y2K compliance issues for the CBO LAN team, and are slated for completion no later than June 15th of this year.



top. On the networking with ITD's Technical (TAC) and JCI ensure Y2K physical devices network: Net-hubs, routers, our mission—we are providing hardware and prevent any come the millitasks represent the

The CBO LAN team supports a total of fourteen network servers. All servers currently use some variant of Microsoft's network operating system—Windows NT Server version 4.0. Version 4.0 has been certified Y2K compliant by Microsoft with the application of a special software fix called "Service Pack 4" (a software fix is often referred to as a "patch" by Microsoft and other software companies.) All fourteen servers supported by the CBO LAN team have had Service Pack 4 applied, and are thus deemed Y2K compliant.

The desktop is probably the most visible component of the LAN team's responsibility. For this reason and others—namely the variety of software packages on each PC, each having their own Y2K issues and software fixes, as well as the sheer volume of desktops we support (over 700)—this has been the most arduous of our upgrade efforts. However, with support from our purchasing department and agency contacts, we have managed to certify 90% Y2K compliance on all desktops supported by the CBO. We are on target to have all CBO desktops migrated to Y2K compliance in accordance with Governor Celluci's mandate by July 1st, 1999—five months before we all delve into those stockpiles of rice we've been keeping in our basements!

notables...

(Continued from page 1)

roles.

Bill Kilmartin recently completed his decade of service as Comptroller for the Commonwealth, and has accepted a position with American Management Systems as the Vice President for Electronic Commerce for the Governmental and Educational group. We wish him much luck and success.

Martin Benison was appointed as Comptroller in late January. Mr. Benison has been with the Comptroller's Office as Deputy, overseeing all financial reporting and accounting responsibilities. Prior to his tenure with the OSC, Mr. Benison was the Deputy Budget Director for the Commonwealth. The CBO looks forward to working with Marty in his new position.

Congratulations to Rosemarie Day, Assistant Secretary of ANF, on the birth of her twins. Rosemarie and her husband, Steve Churchill, became the proud parents of Kathryn Rose Day Churchill and Andrew Day Churchill on April 14th, 1999.

The staff at the CBO wishes Lee Ann Wilson continued success in her new role at the Massachusetts Office of Dispute Resolution. Lee Ann worked at the CBO as a payment specialist prior to her new position with MODR. We look forward to continuing working with Lee Ann who, in addition to her new challenges, will serve as the liaison to the CBO.

Performance Recognition Program

It is time to nominate your fellow workers for the Performance Recognition Program. The awards will be given to outstanding employees whose contributions play a major role in the Commonwealth's successful delivery of quality services to citizens. You may nominate a single person or a group, if the group's performance as a unit is exemplary.

Award winners will be recognized at a gala dinner in October. Award nominations are due to agency Performance Recognition Coordinators by May 17th. For more information and a nomination form, please contact your agency coordinator or the CBO Human Resources unit.

Performance Enhancement Initiative

The Human Resources Division (HRD) will begin the initial phase of an inter-agency collaborative project to provide HR information and services to state employees, state HR staff, and the public. This project, when completed, will facilitate the recruitment of a large pool of highly-qualified candidates for state positions, facilitate the deployment of HR/CMS across the many branches of state government, improve employees' understanding of HR policies and procedures, and enhance productivity.

The initial phase of this project will create an Intranet web site for state agency HR personnel. A wide variety of static information will be provided, including down-loadable forms and on-line surveys. This new web site will facilitate the transition to the new HR/CMS application that will roll out in January, 2000, by posting the new HR policies and procedures that will be required. In addition, HR staff will be able to track HRD's progress on certain open and pending HR decisions.

In the second phase of this project, HRD will be meeting with other HR and state agencies to provide "one-stop shopping" for HR services and information.

One of the proposed interactive web-based applications that will benefit employees, HR staff, and the public, will be a re-designed Commonwealth Employment Opportunities (CEO) application.

CBO Intranet Site

Have you ever wondered who to talk to at the CBO to learn about your benefits, or which CBO employee to talk to about ordering supplies? The CBO web site now lists the staff responsible for assisting each agency.

The CBO's Intranet site has lots of useful information. Find out about the Transition Club, which can help employees with the change to a biweekly payroll. Make your vacation requests on-line. Learn about free consulting services for supervisors and managers, link to other agencies' web sites—even look up today's weather.

We are always adding information and announcements to the site. Check out what we have to offer at:

www.anf-cbo.state.ma.us.

Saltonstall Relocation News

The CBO, in conjunction with the Executive Office for Administration and Finance, has been working closely with agencies that are relocating from the Saltonstall Building. The CBO has successfully executed Intergovernmental Service Agreements (ISA's) for rental and information technology-related costs. Below is a list of the agencies that have relocated to date:

AGENCY	LOCATION
Department of Economic Development	10 Park Plaza
Department of Housing & Community Development	10 Congress St.
Department of Revenue	51 Sleeper St.
Department of Veteran's Services	239 Causeway St.
Governor's Commission on Mental Retardation	McCormack Building
Mass. Office of Travel & Tourism	10 Park Plaza
Mass. State Lottery Commission	McCormack Building
Military Division	239 Causeway St.
Office of International Trade & Investment	10 Park Plaza
Office of Minority & Women's Business Assistance	10 Park Plaza
State Auditor's Office	McCormack Building
Victim Witness Assistance Board	McCormack Building

Achievement Recognition Opportunity

If you would like to share a significant achievement of one of your colleagues, or to specifically recognize a member of the CBO staff who you feel has been of exceptional assistance to you, please let us know and we will gladly add some information to our next issue. We would also welcome any general comments or suggestions.

Person to be Recognized: _____

Agency: _____

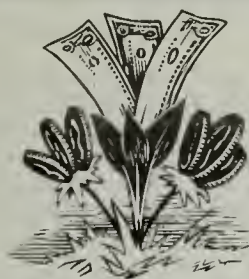
Your Name: _____

Agency: _____

Telephone Number: _____

Comments: _____

Please return completed form to Janice Whitehead at the CBO, One Ashburton Place, Room 1602. Thank You.



Fiscal Bulletin



Budget Unit Update

The Governor's budget—House One for Fiscal Year 2000—was released on January 27, 1999, and the House Ways and Means Committee budget was released on April 27, 1999. The CBO Budget Unit has communicated to both the House and Senate Ways and Means Committees the responses to detailed questions for both spending and revenue projections for FY99 and FY2000 budgets. The CBO Budget Unit worked cohesively with the agencies to answer the questions. Although the written responses were submitted in February, the unit continues to respond to follow-up questions from both committees.

FY99 Financial Reports and Payroll Projections are continually updated and submitted to agencies on a monthly basis. Some agencies have asked for customized reports, and those are also completed per request. CBO budget analysts are eager to meet and discuss final FY99 spending. Meetings take place on an as-needed basis, and upon request from the agency liaison.

The Affirmative Market Program is well underway, with all agencies participating in this worthwhile program. However, some agencies are falling short of attaining their benchmarks. We urge you to continue to do business with minority and women-owned vendors. If you have any questions as to the availability of a minority or women-owned business to meet an agency need, please contact the CBO.

Latest Report on Accounts Payable

Once again, we would like to remind agencies of the importance of the date-stamp on invoices. The end of the fiscal year is upon us once again. It is imperative that date-stamped invoices are sent to the CBO as soon as possible to ensure timely payment. The end of the fiscal year is upon us once again. It is imperative that date-stamped invoices are sent to the CBO as soon as possible to ensure timely payment. Agencies must date-stamp all invoices upon receipt. This will be used as the payment voucher (PV) date, which determines the scheduled pay date. The scheduled pay date is the date that payments are issued to the vendor, and it is based on the number of days specified by object codes for the goods or services received (usually 28 days.)

Accounts Payable staff are working with CBO Procurement staff to ensure that sufficient funds are encum-

bered. Agency liaisons are to confirm the receipt of goods, and vendors are responsible for timely submission of invoices. Currently, CBO staff are calling vendors to ask for overdue invoices, and to ensure that payments have been properly applied to the account.

Open/Close

The close of FY99 falls on Wednesday, **June 30, 1999**—therefore, this is the last business day of FY99. All goods and services that were procured in FY99 must be received by this date. Once again, there will be *no exceptions* to this rule. The last day for encumbrances over \$25,000 is **May 28, 1999**. Departments are urged to send their requisitions to the CBO prior to this date. All revenue received in FY99 must be forwarded to the CBO before the end of the day on June 30, 1999, for deposit and posting.

The first business day of FY2000 is Thursday, **July 1, 1999**. House One obligation ceilings will be loaded in MMARS on Monday, May 3, 1999. The CBO can then begin encumbering for FY2000 activity. Shell roll of MMARS multi-year transactions took place on May 7, 1999.

STAR

The Operational Services Division sponsored its first annual vendor exhibition at the Hynes Convention Center in Boston on May 12 and May 13, 1999. STAR is the Statewide Training and Resource exhibition that offers an educational conference for personnel from state departments, cities, towns, and non-profit human and social social service providers. Over 200 vendors who are currently on a statewide contract had booths featuring their products at this exhibition. Several workshops were held on both days in the morning and in the afternoon.

Department managers who frequently procure goods and services are encouraged to visit the STAR website at <http://www.state.ma.us/osd/star> in order to find out more about STAR.

Internal Controls

There will be an increased focus on Internal Controls, as was discussed by multiple speakers at the annual Open/Close meeting which was sponsored by the Comptroller's Office. The Internal Control Questionnaires (ICQ) were distributed to the departments on

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Fiscal Bulletin... (Continued from page 5)

April 30, 1999. If you have not received your copy, please contact Shab Khan at the CBO, or Bill Walsh at the Comptroller's Office. The ICQ has been modified this year, and will require+ more detail than in previous years. ICQ's are due back at the Comptroller's Office on May 31, 1999. If you are currently updating your internal controls, please refer to the Internal Controls Guide which is easily accessible on the Comptroller's homepage:

<http://www.osc.state.ma.us>.

**Human Resources...** (Continued from page 2)

that the top of the State House has a golden dome, and that we had a lot of Governors years ago." —Siedah, age 10

"What I liked about the day at work with my parent was finding out what my parent did to fix problems. I would like to have more of a breakfast." —Steven, age 14

"I liked spending time with my mother, the ice cream party, and going on the internet." —Brian, age 9

"I liked discussing about myself and learning about others." —Colleen, age 15

"I liked working in the internet because I found a new web site that was fascinating. I learned a lot about the State House on the tour of it." —Isaiah, age 14

"I liked the ice cream sundaes. I learned that we need to work together. Next year I want to do football." —Andrew, age 9

Direct Deposit

Tired of waiting in long teller lines at the bank? Tired of rushing to the bank on your lunch hour or after work? If you have Direct Deposit, your money will be available before the regular paychecks are distributed! New programming changes have been made to minimize the waiting period. Direct Deposit usually takes one, but not more than two cycles before a direct deposit goes live.

If you have not yet taken advantage of this convenient and time-saving opportunity, please fill out the form at the bottom of this page and return it to your HR liaison at the Central Business Office.

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PAYROLL DIRECT DEPOSIT AUTHORIZATION FORM

Name: _____

Agency: _____

Social Security Number: _____ - _____ - _____

Transit Routing Number: _____ - _____ - _____

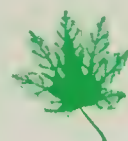
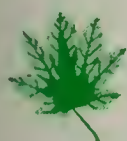
Type of Account (circle one): Checking / Savings

Account Number: _____

Bank Name: _____

City/State: _____

Employee Signature: _____



the central news

Executive Office for Administration and Finance

Central Business Office

Volume VI

GOVERNMENT DOCUMENTS
COLLECTION

Fall, 1999

From the Desk of Mary Ann Bradley...

That unmistakable chill in the air can mean only one thing—fall has arrived! With the change of seasons, has come a host of initiatives as we move toward the new millennium.

On behalf of our customers, the CBO staff continues to work diligently on a number of significant pilot programs, as well as on statewide initiatives and major cyclical events. The E-Mall program, internet-based purchasing, continues to improve and increase the number and type of vendors available for use. This pilot experience, in partnership with the Operational Services Division, has been extremely productive for both the CBO procurement staff and for our customers participating in the pilot.

The statewide focus on Y2K compliance and the implementation of HR/CMS have been priorities for the CBO technical and human resources staff. All questionnaires and various other reporting requirements for Y2K have been accomplished for CBO customers with the most recent task of assigning on-site staff to monitor and verify technical systems on January 1, 2000. In preparation for the HR/CMS implementation, the human resources staff have attended all PMIS and CAPS-related business meetings, reviewed drafts of new statewide HR policy guides, and volunteered to test the various HR/CMS components with the Office of the State Comptroller. Through these efforts, as well as by offering information sessions to agencies and individuals, the human resources unit is well-prepared to address our customers' needs.

Finally, the budget unit and fiscal managers have worked diligently to assist agencies in this difficult



notables...

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Comings and Goings. Depository Copy

The Executive Office has seen a number of staffing changes over the past months:

Kristen Keel, Under Secretary for ANF, has joined Harvard Pilgrim Health Care as the Director of Finance Policy & Analysis. Kristen has been a true asset to state government at both ANF and FAD, and her expertise and knowledge will be sorely missed.

Antonia Jimenez, from the Governor's Office, and key contributor to the Affirmative Market Program, will also be joining Harvard Pilgrim as the Vice President for Administration.

Chris Supple, the former legal counsel for ANF, has been appointed Chief Secretary at the Governor's Office.

We wish them much continued success in their new roles!

New additions to the Executive Office include Paul Ladd as the Assistant Secretary for Capital Resources. Mr. Ladd was formerly the Managing Director of the Municipal Securities Group at PaineWebber, Inc. He brings over eighteen years of comprehensive investment banking and capital funds management experience, as well as extensive knowledge of the Commonwealth's capital planning and budgeting process to this key policy position.

Congratulations to our colleague, Dave Lewis at ITD, who has been named the Director of the Information Technology Division and Chief Information Officer for the Commonwealth of Massachusetts. Dave has been the driving force in ensuring Y2K compliance for state government, and the outreach to government customers and clients.

(Continued on page 4)

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The Latest from Human Resources

Performance Recognition

A special banquet and awards ceremony was held on Thursday, October 21st, to honor all state employees who were chosen by their peers to receive Commonwealth Citation for Outstanding Performance awards. This gala event—the annual Performance Recognition Program—was held at the Hynes Convention Center. Employees who have attended this special event in past years give it rave reviews: “Fun, upbeat musical entertainment!” “Delicious dinner!” “HRD should be congratulated for planning an outstanding event!” “We truly felt appreciated and honored!”

We would like to express congratulations to all the citation winners in the CBO family!:

*Executive Office for Administration & Finance: **Helen Chin Schlichte**

Central Business Office: **Christine Donohoe**

Bureau of State Office Buildings: **Jose Maldonado**

Fiscal Affairs Division: **FAD Training Team**

Information Technology Division: **Marissa Geller, Anne Gioiosa, MMIS/ITD Migration Team**

State House Library: **Nancy Bojan**

*Mass. Office on Disability: **Christopher Coyle**

Mass. Commission Against Discrimination: **Marlania Bugg**

Operational Services Division: **Scott Goba, William Funk, Central Reprographics, STAR Team

Human Resources Division: **Regina Caggiano, Boris Dreyfus, Donovan Pihlaja, Kelley Rolfe**

*Winners of the 1999 Manuel Carballo Governor's Award for Excellence in Public Service. **Winners of the Eugene Rooney Public Service Award. For more information, please see article on page 4.

HR/CMS Update

The Human Resources and Compensation Management System (HR/CMS) will be implemented early in the year 2000. Training for end users on the new system will continue through the end of 1999.

Several questions have arisen from employees regarding HR/CMS and its impact on them. The following is to help clarify some of the questions asked, and to provide employees with a summary of changes:

- HR/CMS will be a biweekly payroll.
- The last weekly check will be issued on February 3, 2000.
- The first HR/CMS paycheck will be issued on February 17, 2000.
- A transition club has been established to help employees transfer from weekly to biweekly pay by issuing a check equal to the weekly deductions.
- Direct deposit is a major component of HR/CMS. HR/CMS will allow up to ten options for the electronic transfer of funds.
- Employees should plan to use their current personal leave time by January 1, 2000. During implementation, employees will be awarded full personal leave credits that must be used by December 31, 2000. By the time of implementation, all employees will have received two years' worth of personal leave credits to use within an eighteen-month period.

Vacation leave will continue to accumulate at the same rate. However, the vacation year for purposes of maximum carry-over (two times your annual status), will be extended to December 31, 2000.

If you have any questions regarding HR/CMS, or any other HR issues, please feel free to call the Central Business Office at 727-8181 and ask for your agency liaison, or visit the Central Business Office website at www.anf-cbo.state.ma.us.



Fiscal Bulletin



Budget Unit Update

FY99 Financial Reports and Payroll Projections: The final FY99 financial status and payroll reports were completed and submitted to agencies in mid-September. The input from each of the agencies was instrumental in producing as few reversions as possible. This information will be used to begin the FY2000 spending plan exercise.

FY2000 Financial Reports and Payroll Projections: First quarter financial reports and payroll projections for FY2000 will be sent out upon completion of the spending plans.

FY2000 Spending Plan/FY2001 Maintenance Estimate: Even though the FY2000 General Appropriation Act (GAA) has not been approved, the FY2000 Spending Plan/FY2001 Maintenance Estimate has been completed. However, the preparation of spending plans was different this year. The lower number of the House or Senate budget was used. The input and cooperation of the agencies in completing the spending plan in this uncertain budgetary time was greatly appreciated!

Affirmative Market Program: The second year of the affirmative market program is now behind us. Even though, for various reasons, some agencies did not meet the benchmarks established at the beginning of the year, CBO-supported agencies have increased spending with minority and women-owned businesses, and will continue to follow this pattern in FY2000.

Saltonstall Relocation: The legislature has approved a prior appropriation continued (PAC) of \$2 million in an ANF reserve. This funding will be used to relocate the remaining agencies from the Saltonstall Building. The CBO, in conjunction with the Executive Office for Administration & Finance and the Fiscal Affairs Division, is working closely with agencies to allocate the appropriate moving-related costs.

Accounts Payable Update

Goodbye '99...

The close of FY99 was a successful one due to the concerted effort made by both the accounts payable and procurement staff. Working as a team, they tracked down missing invoices, assured that sufficient funds

were encumbered for each purchase, interacted with agency liaisons to confirm the receipt of goods, and hounded vendors to expedite the timely submission of invoices. The CBO thanks everyone and applauds the agency liaisons and accounts payable and procurement staffs for their stellar efforts in closing FY99.

The end of the fiscal year, the busiest time of the year for the fiscal unit, is now history. The cooperative effort that produced a high incidence of properly date-stamped invoices ensured a more timely payment during the closing period. This effort needs to continue into the new millennium!

...Hello 2000!

Going forward into FY2000, the accounts payable staff is working on streamlining methods for payment voucher (PV) processing, reducing prior-year deficiencies, and capturing prompt payment discounts. More details will be provided in the near future.

Joanna Scanzillo joined the accounts payable unit in July. Joanna will specialize in getting the phone bills paid for all of the CBO-supported agencies, and will work with vendors to ensure that payments are applied correctly.

E-Mall

The Commonwealth of Massachusetts is very close to the completion of the E-Mall pilot. The CBO was a very active participant in this pilot, as ITD, OSD, and ANF participated in making purchases through E-Mall in FY99. We processed several computer hardware and software orders through E-Mall as Compucom, Gateway, Dell, and ASAP software catalogs were on-line during Big Buy. The majority of the orders were shipped right away, and companies continued to receive orders and deliver goods through late June. For those of you who like to receive your orders quickly, E-Mall is the way to go. The most recent additions to the E-Mall web site are XPEDX, for your paper needs, and Dell computer hardware.

E-Mall will be available to other state departments for their purchasing needs in the near future. We will keep you updated with the progress of the pilot and any new related developments.

(Continued on page 4)

Credit Cards

Novus is the new vendor for credit card processing for the Commonwealth of Massachusetts. The Treasurer's Office, along with several other departments that utilize credit cards, did an RFR for electronic payment processing. This PMT met regularly for almost a year before they awarded the contract to Novus. National Data Corporation (NDC), who previously had the contract, did respond to the RFR, but did not get the contract. OSD and HRD presently offer credit card options to their customers for payment for the sale of motor vehicles and for exam fees. Al Enos, CBO's Revenue/Chargeback Manager, was on the PMT for credit cards and worked diligently on the transition to the new vendor. As of July 1, 1999, the transition was complete and Novus is now handling all of our credit card business.

The new contract is a Master Service Agreement (MSA), and departments will pay their own bills directly to Novus instead of having the Treasury handle payments, as was the case with the previous vendor.

Catering and Conference Space

OSD has been working on a statewide contract for catering and conference space. The RFR is currently posted on Comm-PASS under OSD's open solicitations. Please take a look at the RFR and inform the caterers that your department most frequently uses so they will have the opportunity to respond to this RFR. Shab Khan, CBO's Director of Procurement and Revenue/Chargebacks, has been working on this PMT. The contract will establish a stable of vendors who will either be qualified to cater for on-site events, or have conference space combined with catering services available for off-site events.

Once this statewide contract is in place, departments must use vendors on this MSA for their catering needs. The contract should be available by November. Please look for more information from OSD in the next few months, regarding this contract.

budgetary climate. As the first quarter of the fiscal year ends without a budget, the spending plan exercise is late in starting and is based on the lower of the House or Senate numbers. The budget unit is committed to preparing our customers for a very unique spending plan/House One process in FY2000.

In closing, I am personally thrilled to see the ninety-degree muggy weather behind us, and look forward to the cooler climate and the "tricks and treats" that make the fall season a challenge!

Honors!

The Manuel Carballo Governor's Award for Excellence in Public Service is the Commonwealth's highest honor for Executive Department employees who personify excellence in public service, and there are only ten statewide recipients of this award each year. The CBO would like to congratulate Helen Chin Schlichte, Assistant to the Secretary of Administration and Finance at the Executive Office for Administration and Finance (EOAF) and Christopher Coyle, Generalist Advocate and Administrative Supervisor, Massachusetts Office on Disability for being winners of this year's Carballo Award.

Following, are excerpts from the awards ceremony: "One of Christopher Coyle's remarkable characteristics is his determination to find solutions where none seem apparent. His motivation stems from his profound desire to correct injustices faced by people with disabilities and his personal commitment to make a difference in their lives." "Helen Chin Schlichte is a devoted public servant who has always personified excellence and dedication. Her collegial spirit inspires all those with whom she comes in contact. Helen is a remarkable role model and a peerless public servant."

The Massachusetts Legislature established the Eugene H. Rooney, Jr. Public Service Award to recognize employees who have demonstrated creativity and innovation in the area of human resource development and training. Three awards were presented, and the CBO would like to extend its congratulations to the STAR Procurement Management Team, eight of whose ten members fall under the EOAF umbrella.

Applause to Brion Cangiamila, William Funk, Scott Goba, Gillian Lockwood, Maureen Manning, Monica Synnott, and Cheryl Traina, representing OSD, and Antonia Jimenez, representing EOAF. An excerpt from the awards ceremony stated, "The STAR Team promoted learning and professional development opportunities for individuals in state agencies, cities, towns, and non-profit contractor organizations, typifying Eugene Rooney's legacy of investing in human resources. The STAR exhibition received high ratings from contractors, vendors, and agencies, and is now being used as a model for future events in other states. Its success is due largely to the talents, creativity, commitment and motivation of the STAR Procurement Management Team.

All of the award winners should be very proud of their accomplishments!

notables... (Continued from page 1)

The CBO also welcomes France Lopez as the newly-appointed chairperson and Director of the Civil Service Commission. Ms. Lopez has previously served as the Director of the State Office of Minority and Women Business Assistance (SOMWBA). We look forward to assisting Ms. Lopez as the new chairperson.

The Comptroller, Martin Benison, has recently appointed two new deputies at the Comptroller's Office (OSC). Diane Ledwell, who was formerly the Director of the Bureau of Technical Services at OSC; and Eric Berman, from the Water Pollution Abatement Trust. Congratulations!

The staff at the CBO wish Lori Buseck and her husband, Clive Bolton, much joy with the newest addition to their clan, Allison, born on July 19th and weighing in at 8 lb., 3 oz. Allison joins her two sisters—Rachel, 5, and Amy, 2 1/2.

We would also like to extend warm wishes and congratulations to Melanie Louie, from the Mass. Commission Against Discrimination, who gave birth to her first child on September 9th. Melanie and her husband were joined by Samantha, who weighed in at 6 1/2 lbs.

COMECC

The Commonwealth of Massachusetts Employees' Charitable Campaign (COMECC) is now underway throughout all state agencies.

By making a pledge to COMECC, you can extend a helping hand to millions of less fortunate people in our area and throughout the world. Homeless services, rehabilitation programs, health care and research, programs for the battered and abused, disaster relief and emergency funding are just a few of the hundreds of programs that are helped through this cause.

COMECC, in the best tradition of community concern, works only because of voluntary effort and giving. You will be hearing a great deal about COMECC in the coming weeks. Please help either through payroll deduction or by giving the largest donation that you can manage.

We look forward to making this campaign the best one ever!

County Transition Update

Currently, there are eight former counties that interact with the CBO in some manner, whether it be in the form of payroll for former Treasurers, accounts payable processing for abolished county government liabilities, or revenue classification and accounting. Additionally, the CBO handles various ancillary functions such as sponsoring the Procurement Management Team's selection of county audit firms, and chairing initiatives to ensure proper accounting practices—such as civil process in the Sheriffs' Departments—are followed.

The following chart summarizes county transition activity to date:

State Auditor's Final Report								
County Incorporation into State Completed								
Revenue Transition from County to State								
Accounts Payable Processing Commenced								
Independent Audit								
Employees & Business Functions Transitioned								
Work-group Meetings Established								
County	Berkshire	Suffolk	Essex	Hampshire	Worcester	Hampden	Middlesex	Franklin
Transition Date	7/1/00	7/1/99	7/1/99	12/1/98	7/1/98	7/1/98	7/11/97	7/1/96



Tech Talk



LAN Y2K Update

In the interest of assuaging any lingering fears that the clients of the CBO LAN team may still harbor, we provide you with this bulletin stating that as of this writing, all agencies supported by the CBO LAN have achieved complete Y2K compliance on all desktops and servers. We anticipate an uneventful millennial transition on January 1st of next year, and a period of stability before that time under the Y2K moratorium issued by ITD.

We also look forward in the coming year to focusing our efforts anew on developing an even better model of technical efficiency, stability, and service with which to serve the client agencies of the CBO LAN.

Thank you for your patience and support during the past year in helping us achieve our Y2K compliance goals.

Y2K: The Thing That Wouldn't Leave

Contrary to popular accounts, the Commonwealth of Massachusetts' Y2K efforts did not cease and desist on July 1, 1999. In fact, there is still much planning to be done for the new millenium now that deadlines for server, desktop, and application compliance have been met. Representatives of the CBO LAN team have been meeting biweekly with members of statewide Y2K coordination teams. One of those teams is the ITD Millenium Weekend Rollover Team led by Dan Harp of ITD's Communication Services Bureau. The responsibility of this group is to ensure a smooth system cutover for the three most crucial days of the Y2K millenium rollover: The first weekend of January, 2000, from Friday, December 31 to Tuesday, January 4. These responsibilities include critical planning tasks that range from determining staffing requirements, standardizing reporting methods, and procuring communications equipment to less dire but certainly equally critical questions like: Is there a Y2K-ready donut store at which we can procure products high in caffeine and unadulterated fructose for our employees?

The question may arise: How does any of this unadulterated fructose stuff relate to the CBO? The answer is that for the millenium rollover weekend, CBO technical staff will be present and accounted for in both the State House and the McCormack Building. It is important to note, however, that the CBO staff will be providing less of a troubleshooting role and more of a reporting role over this weekend. CBO staff will ensure that all servers and network equipment are functioning normally from the evening of December 31 to the morning of January 4, and will work with our agency liaisons to ensure the health of desktops, applications, and peripherals in the remote sites we support.

It should be mentioned again that in light of the extensive and thorough planning and testing that we have undertaken over the past several months, the CBO LAN team expects no major Y2K problems and will be fully prepared with both the staff and expertise to deal with any situations that may arise.

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